



# **DIRECTOR OF RECREATION SERVICES**

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FLSA Status: Exempt  
Adopted: April 2000  
Revised: September 2005

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## **GENERAL DEFINITION**

Under general direction from the City Manager and Assistant City Manager, the Director of Recreation Services manages, plans, coordinates and integrates departmental operations, programs and policies with other Town departments and staff, outside agencies and citizen organizations, boards and commissions and ensures public participation in park and recreation center planning, design and utilization.

## **DISTINGUISHING CHARACTERISTICS**

The Director of Recreation Services is a management position and works under the general direction and guidance of the City Manager and Assistant City Manager. The incumbent exercises daily supervision over all recreation staff, plans their daily schedules, and manages their activities.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

- Functions as a member of the Town management team in departmental policy development, administrative planning and addressing departmental problems
- Plans, organizes and directs all activities of the Town's recreation program
- Plans, formulates and implements program plans including the effective use of a wide variety of recreational areas, facilities and equipment
- Establishes general approaches to be used in carrying out projects and determines priorities
- Reviews activity reports and periodically checks work in progress and upon completion to ensure compliance with policy, standards and directions
- Resolves operational and personnel problems that cannot be handled by the Recreation Coordinator
- Prepares recommendations on budgetary needs as related to personnel, equipment and material, including related justifications
- Administers the Department budget including the approval and control of expenditures
- Develops long range plans and objectives for the Department
- Conducts a continuing review of activities for purposes of detecting problem areas and increasing efficiency
- Evaluates department staffing arrangements, staffing levels and work assignments

- Sets performance standards for staff and evaluates performance
- Reviews and makes recommendations regarding construction plans for recreation facilities in terms of program usage
- Monitors and manages projects within area of assignment
- Conducts periodic and special community meetings seeking public involvement on park planning projects and related activities
- Coordinates activities of the Department with Town staff, contractors and outside agencies
- Negotiates and implements concessionaire, joint use and license agreements with commercial service providers, community organizations and other public agencies

## SPECIAL REQUIREMENTS

### Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Set up, move, and take down recreational and facility equipment
- Speak clearly and understandably
- Attend and participate in evening meetings as assigned
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Perform duties on a regular and consistent basis
- Travel between various work sites

## QUALIFICATIONS

### Knowledge of:

- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- Personnel management including hiring, supervising and evaluating part-time staff; departmental and program budget development and monitoring
- Computer use, including spreadsheet, word processing, and graphic presentation software
- Office methods and procedures
- Methods and techniques of administrative analysis

### Ability to:

- Facilitate change and develop and coordinate recreation and leisure programs; prepare budgets and analyze departmental expenditures
- Conceive, propose, implement and maintain sound recreation procedures and records
- Analyze, interpret, and explain recreation policies and procedures
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication; compile, correlate and analyze a large volume of written and numerical data

- Attend and participate in evening meetings as assigned
- Facilitate meetings, including preparation of agendas and written minutes
- Market and promote activities and programs
- Work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

#### EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Requires possession of a Bachelor's degree in Recreation Administration, Leisure Services, Public Administration or a closely related field.
- Experience: Requires five years of increasingly responsible professional experience in parks and recreation program management, including two years at the level of Recreation Program Manager. Possession of a Master's degree in one of the areas noted above may be substituted for one year of the required general experience.

OR

- Three years experience as Recreation Coordinator for the Town of Colma.

#### LICENSES AND/OR CERTIFICATES

Must possess and maintain a valid California driver's license.